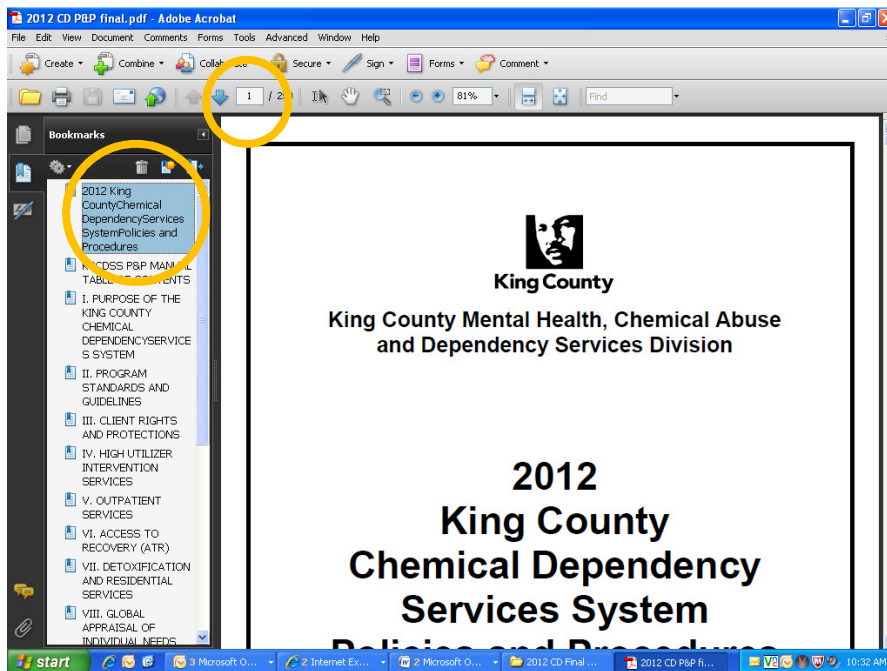


Using the electronic .pdf version of the 2013 King County Chemical Dependency Services System Policies and Procedures Manual (KCCDSS P&P)

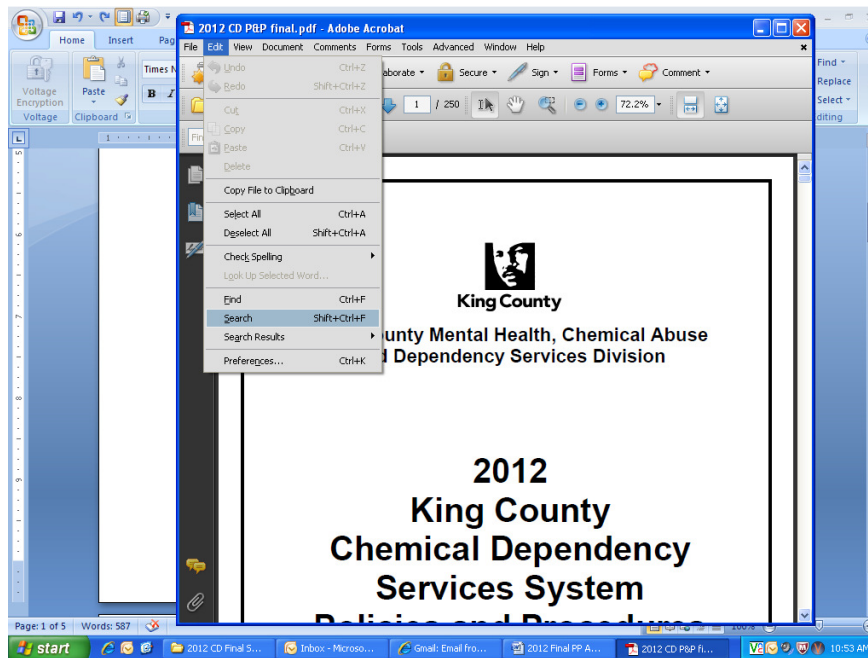
There are many advantages to using the KCCDSS P&P Manual in its electronic form. If you know the page number you need to get to, you can just type it into the page number space in the upper bar. If you know what section you need to get to, you can go directly there by using the “bookmarks.” In the screenshot below, the bookmark symbol is the white page with the blue bookmark, on the left side. The page number space is in the upper toolbar next to the blue arrow.



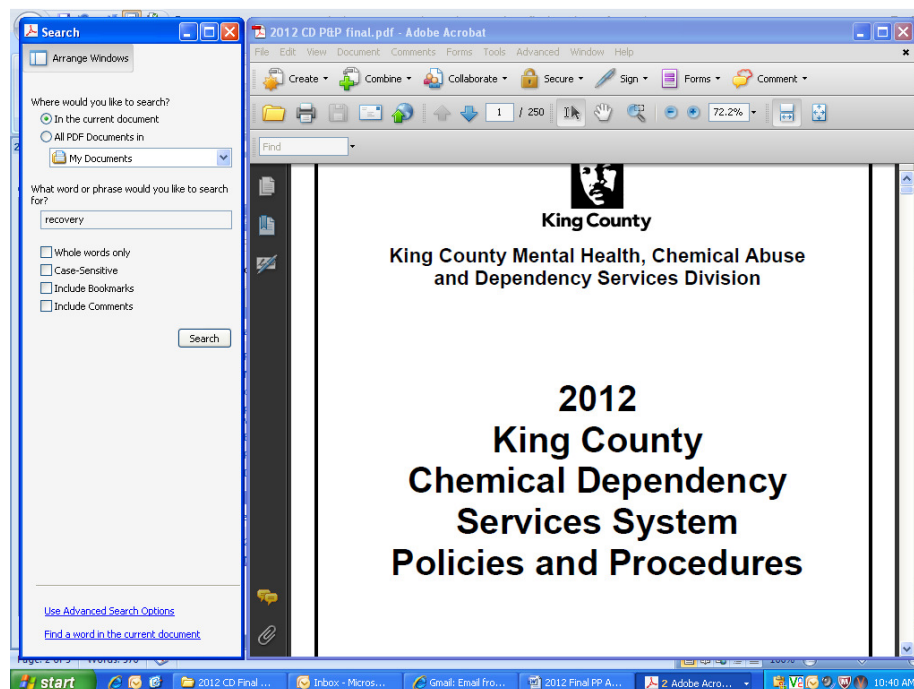
But the greatest advantage to the electronic .pdf version of the KCCDSS P&P Manual is that you can use the “search” function to find any word or phrase you are looking for. The instructions for this begin on the next page.

Using the Search Function in the Electronic .pdf Version of the KCCDSS P&Ps

1. Once you have opened the .pdf of the King County Chemical Dependency Services System P&P Manual, find the “Edit” menu in the upper left corner of the screen and select the “Search” option from the menu that opens up:

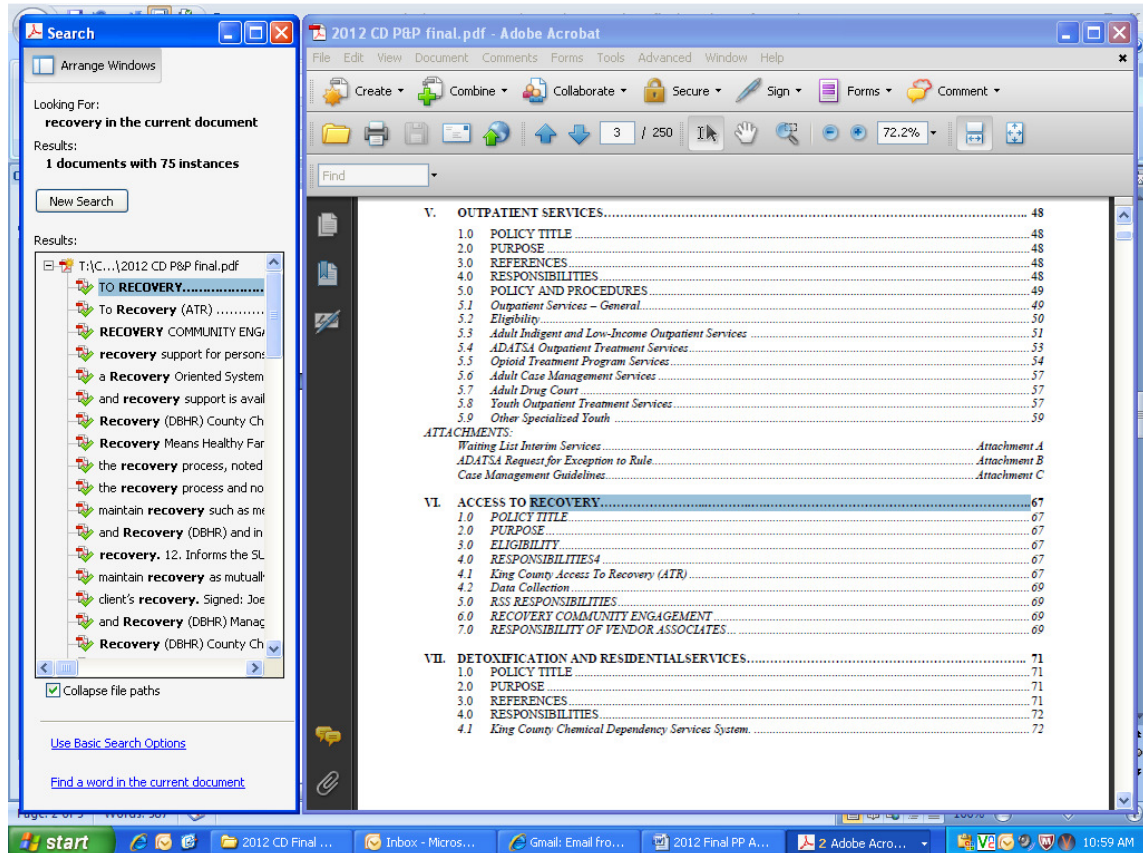


2. When you click on “Search,” a bar will open up on the left of your screen that looks like this:

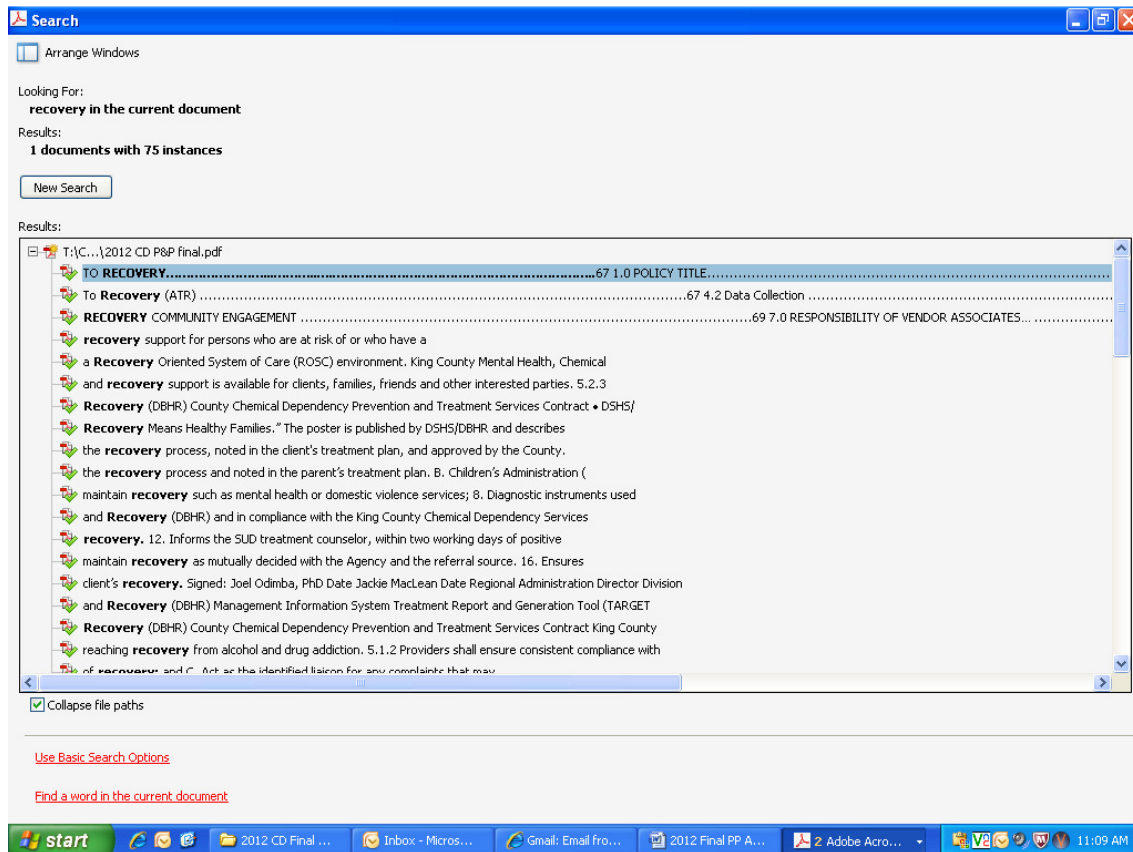


3. In the first section, called “Where would you like to search?,” check to make sure the first option is selected, called “In the current document.” This should be the default setting.

4. Under “What word or phrase would you like to search for?” enter the word or series of words that you want to find. In the example above, the word is “recovery.” If desired, use the checkboxes below to specialize your search. Then press Enter or click the Search button. After you do this, you will see a screen like the one below. All instances of the word or phrase you are seeking are listed in the search box. The P&P page that includes the first instance of the word or phrase is automatically displayed, with the word or phrase highlighted (see next page):



- To see more context around each instance of the word or phrase so that you can select the particular instance that is most relevant to you, click the “maximize” or “enlarge” button next to the red X on the upper bar. You will see a screen that looks like the one below. To go back to the way screen looked before, with the occurrences listed on the left and the page displayed on the right, click the “Arrange Windows” button on the upper left side of the screen:



- To find the page number for any particular entry, use your mouse to move the cursor over the entry. Without clicking anything, you should see the page number appear.
- To go directly to the place in the P&P Manual where your word or phrase is, click on the entry. The page you selected will be displayed with your selected words highlighted. If the “Search” window is not maximized, you will be able to see both the “Search” screen and the P&P Manual at the same time.

Note: If you don't see the P&Ps open when you click on an entry, try shrinking or minimizing the “Search” window, since the window with the P&P document is likely hidden behind it. Or, If you are working with multiple documents, the P&Ps page you are looking for might be on the lower bar of your screen. (Again, the “enlarge/maximize” or “shrink/minimize” buttons are on the top bar, next to the red X.)

- If you want to search for another word or phrase, click on “New Search” near the top left of the Search screen.